

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Administrative Support

SALARY GROUP: A15

DEPARTMENT: Training and Leader Development Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: David Yebra DATE: 12/22/2020

POSITION #: 037090

I. JOB SUMMARY

Performs advanced administrative support work. Work involves coordinating the dissemination of information; developing filing systems; coordinating administrative support work; and providing guidance to others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs advanced technical program assistance work for divisional programs; participates in the implementation of program planning; and reviews and analyzes program information to ensure compliance with established policies and procedures.
- B. Prepares, interprets, and disseminates information concerning agency programs and procedures; coordinates the preparation, editing, and distribution of correspondence, reports, studies, and other documents; and researches, composes, designs, and edits forms, manuals, and reports.
- C. Receives, monitors, and tracks training data and documents to include electronic data monitoring to ensure compliance and completion of required training; compiles and edits data for charts, graphs, and databases, makes calculations, and prepares summaries and reports; and develops and maintains filing, record keeping, and records management systems.
- D. Assists in researching technical issues; responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures; and coordinates meetings, conference, and seminars.
- E. Assists in developing training materials; and provides training and technical assistance to others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Education, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, criminal justice, or technical program support experience.
3. Auditing, analysis, or training experience preferred.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of training procedures and techniques preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill in problem-solving techniques.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill in the electronic transmission of communications.

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11. Skill to review technical data and prepare technical reports.
12. Skill to prepare and maintain complex records and files in an automated system.
13. Skill to implement new systems and procedures and to evaluate their effectiveness.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
15. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.